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5 November 1953

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #44  
Assessment and Evaluation Staff  
28 October - 3 November 1953

I. NEW ACTIVITIES

1. Office of the Chief

a. [redacted] attended the Invitational Conference sponsored by the [redacted] and interviewed potential consultants, 31 October - 3 November.

b. Six proposals for systematic collection and analysis of information concerning testing for assessment and the development of training evaluation procedures have been approved by the A & E Staff Planning Committee.

c. In [redacted] absence, the Selection Board, at its meeting on 3 November, deferred until the next regular meeting the proposed Initial Personnel Evaluation Report.

d. The statistical report for October is attached.

2. Assessment Branch

a. [redacted] Test Administrator, was married on 31 October to [redacted]. She is now on leave for one week.

3. Training Evaluation Branch

a. [redacted] on 29 and 30 October, to consult with Phase II instructors on training evaluation problems.

b. Two conferences were held with supervisors concerning individual training evaluations. As a result, one person will be referred for a complete assessment.

c. Training evaluation reports for the following courses were disseminated during the week:

Clerical Induction . . . . .	23
CFA . . . . .	15

Statistics: Assessment and Research Branches

a. Assessment cases scheduled for the week . . . . .	4
b. Assessments performed . . . . .	4
c. Assessment cases written . . . . .	5
d. Assessment cases to be written . . . . .	14*

\*Includes 10 JOT's.

JOB NO. [redacted] BOX NO. [redacted] FLD NO. [redacted] DOC. NO. [redacted] NO CHANGE  
IN CLASS/ RECLASS/ CLASS CHANGED TO: TS & C RET. INST. 22  
NEXT REV DATE 89 REV DATE 89/11/99 REVIEWED [redacted] TYPE DOC. 02  
NO. PGS 2 CREATION DATE 11/09/53 ORG COMP 11 OPL 11 ORG CLASS S  
REV CLASS C REV COORD. AUTH: HR703

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- e. Professional Trainee (JOT) tests administered . . 0
- f. Language tests administered . . . . . 5
- g. Cases scheduled for the future:
  - Assessment . . . . . 8
  - JOT . . . . . 3
  - Language . . . . . 5
- h. Pre-training and EOD test batteries administered . 14

[Redacted Signature Box]

Chief  
Assessment and Evaluation Staff

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